



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

**#T2655 STUDENT ENGINEER
HOURLY SALARY: \$12.35 to \$14.80**

APPLICATION FILING PERIOD: **FIRST DATE:** May 5, 2006

***LAST DATE:** Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **PLEASE APPLY PROMPTLY.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with five days notice.**

NOTE: The intent of the Student Engineer classification is to encourage individuals to pursue a Bachelor's Degree in engineering, while simultaneously obtaining work experience with the City of San Diego's professional engineering work force. Persons hired as a Student Engineer will work on a part-time basis, determined by the needs of the department and the demands of the student's college schedule. **As a condition of employment, Student Engineers MUST maintain acceptable performance levels, both scholastically and on-the-job.**

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: **Current and continuing college enrollment** in a college engineering program (Civil, Structural, Mechanical, Electrical, or closely related field) leading toward a Bachelor's Degree, **AND** successful completion of a minimum of 30 college semester units or 45 quarter units, including general education subjects. **At least half of these units must be in mathematics, chemistry, physics, or other engineering core subjects.**

NOTES:

1. Proof of current enrollment/standing, transcripts showing grades, and all courses completed must be submitted at time of application.
2. Experience may NOT be substituted for education.
3. Continued employment is contingent upon continued progressive college enrollment in classes leading toward a Bachelor's Degree in Civil, Structural, Mechanical, Electrical, or closely related engineering degree program.
4. Computer Engineering is NOT considered a closely related engineering degree program.

LICENSE: A valid California Class C Driver's License **may be required at time of hire.**

DUTIES: Assist engineering personnel in field surveying and inspection, data compilation, data analysis using a computer, construction materials testing, drafting and simple engineering design; and assist the public with engineering permit processing. Although most of the positions are in Civil Engineering, work assignments may be made on a rotating basis among various engineering specialties.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments required)** for this position. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Special Application** for applicable education. Only those applicants whose education meets the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **6 months**. For each vacancy, only those candidates that meet the educational requirements will be considered for an interview by the hiring department.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/May 5, 2006/*Rev. 1 (08-30-06)/Class 1910

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER